



Planning Council

Approved

Thursday, January 12, 2006

5:00 pm to 6:30 pm

Area Agency on Aging

1366 East Thomas Road, Phoenix

Conference Room

The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.

MEETING MINUTES

PHOENIX
EMA
RYAN
WHITE
PLANNING
COUNCIL

Attended: Barr Jenkins, Bertha Sintillo, Carol Williams, Charlton Wilson, Claire Sinay, Colin Sheffield, Damon Gunn, Debby Elliott, Eric Moore, Helen Lansche, Jackie Meeks, John Zielinski, Keith Thompson, Larry Stähli, Mark Kezios, MiAsia Pasha, Michelle Barker, Randall Furrow, Stephen O'Dell

Alternates: Kimberley Bickes for Deborah Frusciano

Excused: Fran Garrett, Marc Allan, Tara Radke

Absent: Antonio Escalante, James Bryant, Jesus Arellano, Maclovio Zepeda, Mary Rose Wilcox

Guests: Philip Seeger, Norris Reber, Debra Welborn, Carol McFadden, Kevin McNeal, Lezli Stone, Tracy Kulik, Midge Elliott, Jessica Jimenez, Stewart Landers

Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was established, with 18 of 28 members present at 5:10 p.m.

Introduction of new Planning Council members

None.

Review and approval of the minutes for the December 8, 2005 meeting

The committee reviewed the minutes from the December 8, 2005, meeting.

MOTION: Keith Thompson moved to accept the minutes. Randall Furrow seconded.

Mark Kezios
Planning Council Chair

Phoenix EMA Ryan White Planning Council
4041 North Central Avenue, Suite 1537 • Phoenix, AZ 85012-3330
(602)506-6321 phone • (602)506-6896 fax
PlanningCouncil@mail.maricopa.gov

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DISCUSSION: None.

OUTCOME: The motion passed.

Administrative Agent update

None.

Chair update

Mark Kezios said committee chairs and vice chairs are being recruited for various committees. Members have an opportunity to train for this role in the upcoming Leadership Academy. Randall Furrow was congratulated for his work as the new chair of the Membership Committee.

Mark Kezios reported on his participation in a monthly conference call with John Sapero of Planning Council Support (PCS), the Administrative Agent, and HRSA Project Officer Karen Ingvaldsstad. Topics included clarification of Policies and Procedures for each committee and revisions to the Standards of Care.

The Chair encouraged the members' cooperation with all of the visiting consultants. He says the *entire* Council will seek their advice on reallocating carry-over funds of approximately \$1.4M by the end of this grant year.

Review and approval of the Rules Committee Policies and Procedures

Eric Moore presented the Rules Committee Policies and Procedures (available from PCS). It includes a timeline of activities for committee tasks.

MOTION: Larry Stähli moved to approve the document. Helen Lansche seconded.

DISCUSSION: Stephen O'Dell inquired about the scope of the grievance policy. Eric Moore replied that, as defined in the Bylaws, the subject of grievances is limited to the allocations process.

OUTCOME: The motion passed.

Presentation of the Rules Committee Clarification Memorandum

Eric Moore presented a Clarification Memorandum regarding absences (available from PCS). Members and committees sought advice from the Rules Committee on how to determine an absence when members are not attending meetings from start-to-finish. The committee recommended that the sign-in sheet should include the arrival time to judge whether the member attended at least 75% of the scheduled duration of the

MEETING MINUTES *continued*

meeting. If not, this partial participation would have the same consequences as an absence. To avoid interruptions, the committee also recommended that tardy members introduce themselves between agenda items and not revisit missed topics.

MOTION: Larry Stähli moved to approve the document. Helen Lansche seconded.

DISCUSSION: Eric Moore restated the intentions of the document as a courtesy to the Spanish language interpreter. He clarified that the *posted* meeting time is the time against which lateness is measured.

OUTCOME: The motion passed.

Presentation of the revised Conflict of Interest form

Eric Moore presented the revised Conflict of Interest form and discussed revisions that have been made (available from PCS) by the Rules Committee. He explained the expanded definition of all of the relatives, including unmarried domestic partners, who may present a conflict of interest.

Mark Kezios reminded each member that it is their obligation to report conflicts immediately when they occur.

MOTION: Larry Stähli moved to approve the document. Randall Furrow seconded.

DISCUSSION: Stephen O'Dell inquired about the 'appearance' of conflicts. Eric Moore explained that *perceptions* of potential conflicts are very important and must be stated.

OUTCOME: The motion passed.

Members completed their forms and submitted them to PCS.

Committee reports

Allocations Committee: Larry Stähli reported that the committee is revising their Policies and Procedures, and working on carry-over requests.

Membership Committee: Randall Furrow reported that the committee is revising their Policies and Procedures, and working on the open nominations process. He invited participation.

Rules Committee: Eric Moore reported that the committee will review the conflicts of interest forms and other committees' Policies and Procedures at their next meeting. He announced that Jackie Meeks is now a committee member.

Community Planning & Assessment: Larry Stähli introduced John Snow, Inc. Consultant Stewart Landers who updated the Council on the additions to the Comprehensive Plan,

MEETING MINUTES *continued*

which include the addition of an analysis of the continuum of care. CPA will review the changes prior to its presentation at the next Planning Council meeting. Stewart Landers reported that model development for the delivery of Health Education/Risk Reduction services is going well.

Collaborative Research Consultant Jeff Daniel reported that the needs assessment for Pinal County is underway with a trip to meet key stakeholders in Florence occurring Friday, January 13, 2006, with members of the Community Planning & Assessment Committee. Both in- and out-of-care populations will be surveyed, as well as the populations of incarcerated and recently released people.

Collaborative Research Consultant Tracy Kulik reported that the model development for the delivery of Targeted Outreach services is going well. Newly diagnosed, the out-of-care, and long-term out-of-care are the three new categories created to address outreach issues more collaboratively among all the linkages. Disincentives to reporting outreach cases that are not in your targeted population have been removed. Her four year estimates for the reduction in the number of out-of-care people would put the Phoenix EMA back in line with the rest of the U.S. averages.

Larry Stähli invited all to attend the first known committee meeting of the Planning Council in Pinal County on January 13.

Standards Committee: Michelle Barker reported that a Quality Management consultant has requested additional revisions on the Standards of Care. Case Management and Oral Health Care will be developed next. The committee will also revise their policies and procedures.

Education & Empowerment: MiAsia Pasha reported that the committee continues to revise the Consumer Resource Guide.

Title I Formulary Workgroup: Carol Williams announced the schedule for the upcoming workgroup that is reviewing the list of pharmaceuticals covered under Ryan White Title I services.

Current events summaries

Mark Kezios announced that the unmet needs report has been released. Copies will be available at the Planning Council meeting in February.

Helen Lansche invited all to the McDowell Clinic for the 3rd Annual HIV Awareness Fair, Saturday, January 28, 9:00 a.m. to 12:00 p.m.

Larry Stähli invited all to Community Planning Group meetings, 5:30 p.m. to 7:30 p.m. on the second Tuesday of every month starting February 13.

Eric Moore announced that there are no scheduled Medicare Part D classes in which he is involved.

MEETING MINUTES *continued*

Planning Council Support requested members with expiring terms to complete their applications for re-nomination. Also, HRSA consultants Emily Gantz McKay and Harold Phillips return to Phoenix February 24-26 to meet with workgroups from every committee. A new workgroup is also being developed to review the continuum of care in the Phoenix EMA. Additional models are being sought for photography to be used in Planning Council print material. Photo release forms were distributed to all attendees (available from PCS). Leadership Academy training for members begins with the next all day class scheduled for January 20. Finally, the members' retreat has been postponed to Friday, March 17.

Stephen O'Dell invited participation in organizing the Dining Out for Life fundraiser, which is now being sponsored by Phoenix Body Positive.

Debra Welborn invited all to National AIDS Awareness Day for Women and Girls at Phoenix College on March 10, 11:00 a.m. to 3:00 p.m.

Call to the public

None.

Adjourn

The meeting adjourned at 6:20 p.m.

The next meeting of the full Planning Council is scheduled for: Thursday, February 9, 2006. The Council generally meets on the second Thursday of each month.

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.